REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor

U. S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D. C. 20210

Wage Determination No.: 1994-2309

Revision No.: 34
Date Of Last Revision: 05/24/2006

MI NI MUM WAGE RATE

13.39

16.04 17.03 19.44 23.75 14.60

William W. Gross Director

Division of Wage Determinations

States: Illinois, Missouri

Area: Illinois Counties of Alexander, Bond, Calhoun, Clay, Clinton, Effingham, Fayette, Franklin, Hamilton, Jackson, Jefferson, Jersey, Johnson, Madison, Marion, Massac, Monroe, Perry, Pope, Pulaski, Randolph, Saline, St Clair, Union, Washington,

Wayne, Williamson

Missouri Counties of Audrain, Boone, Callaway, Clark, Cole, Crawford, Franklin, Gasconade, Jefferson, Knox, Lewis, Lincoln, Marion, Monroe, Montgomery, Osage, Pike,

Ralls, Randolph, Scotland, Shelby, St Charles, St Francois, St Louis, Ste Genevieve,

Warren, Washington

OCCUPATION CODE - TITLE

01312 - Secretary II 01312 - Secretary III 01313 - Secretary IV 01314 - Secretary IV 01315 - Secretary V 01320 - Service Order Dispatcher

Fringe Benefits Required Follow the Occupational Listing

01000 - $Admi\,ni\,strati\,ve$ Support and Clerical Occupations 01011 - Accounting Clerk I 01012 - Accounting Clerk II 01013 - Accounting Clerk III 01014 - Accounting Clerk IV 12. 18 13. 29 14.92 18.57 15.70 01030 - Court Reporter 01050 - Dispatcher, Motor Vehicle 15.35 01060 - Document Preparation Clerk 12. 12 01070 - Messenger (Courier) 10.05 01070 - McSsenger (Coulier) 01090 - Duplicating Machine Operator 01110 - Film/Tape Librarian 01115 - General Clerk I 01116 - General Clerk II 12.12 11.03 9.70 10.95 01117 - General Clerk III 12. 11 01118 - General Clerk IV 14.03 01120 - Housing Referral Assistant 01131 - Key Entry Operator I 01132 - Key Entry Operator II 01191 - Order Clerk I 16.70 10.10 12. 12 10. 10 Order Clerk II 01192 -12.85 01261 - Personnel Assistant (Employment) I 12.37 01262 - Personnel Assistant (Employment) II 01263 - Personnel Assistant (Employment) III 01264 - Personnel Assistant (Employment) IV 01270 - Production Control Clerk 13.89 15. 70 17.43 17.44 01290 - Rental Clerk 13.26 01300 - Scheduler, Maintenance 01311 - Secretary I 13.39

~306/866. txt	10 10
01341 - Stenographer I	12. 12
01342 - Stenographer II	13. 41
01400 - Supply Technician	19. 28
01420 - Survey Worker (Interviewer)	15. 25
01460 - Switchboard Operator-Receptionist 01510 - Test Examiner	11. 72
01510 - Test Examiner 01520 - Test Proctor	15. 70 15. 70
01520 - Test Floctor 01531 - Travel Clerk I	9. 90
	10. 66
01532 - Travel Clerk II 01533 - Travel Clerk III	11. 37
01611 - Word Processor I	11. 37
01611 - Word Processor II	13. 59
01612 - Word Processor III	17. 17
03000 - Automatic Data Processing Occupations	17.17
03010 - Computer Data Librarian	12. 20
03041 - Computer Operator I	13. 23
03042 - Computer Operator II	14. 79
03043 - Computer Operator III	18. 25
03044 - Computer Operator IV	20. 64
03045 - Computer Operator V	22. 47
03071 - Computer Programmer I (1)	19. 41
03072 - Computer Programmer II (1)	22. 64
03073 - Computer Programmer III (1)	26. 70
03074 - Computer Programmer IV (1)	27. 62
03101 - Computer Systems Analyst I (1)	27. 62
03102 - Computer Systems Analyst II (1)	27. 62
03103 - Computer Systems Analyst III (1)	27. 62
03160 - Peripheral Equipment Operator	12. 28
05000 - Automotive Service Occupations	12. 20
05005 - Automotive Body Repairer, Fiberglass	20. 33
05010 - Automotive Glass Installer	17. 92
05040 - Automotive Worker	17. 92
05070 - Electrician, Automotive	18. 69
05100 - Mobile Equipment Servicer	16. 35
05130 - Motor Equipment Metal Mechanic	19. 47
05160 - Motor Equipment Metal Worker	17. 92
05190 - Motor Vehicle Mechanic	19. 94
05220 - Motor Vehicle Mechanic Helper	15. 18
05250 - Motor Vehicle Upholstery Worker	17. 13
05280 - Motor Vehicle Wrecker	17. 92
05310 - Painter, Automotive	18. 69
05340 - Radiator Repair Specialist	17. 92
05370 - Tire Repairer	15. 80
05400 - Transmission Repair Specialist	19. 47
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	8. 01
07010 - Baker	11. 02
07041 - Cook I	10. 02
07042 - Cook II	10. 97
07070 - Dishwasher	7. 97
07130 - Meat Cutter	13. 76
07250 - Waiter/Waitress	7. 85
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	18. 69
09040 - Furniture Handler	12. 84
09070 – Furniture Refinisher	18. 69
09100 - Furniture Refinisher Helper	15. 18
09110 - Furniture Repairer, Minor	17. 13
09130 - Upholsterer	18. 69
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	8. 96
11060 - Elevator Operator	9. 60
11090 - Gardener	14. 33

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11121 - House Keeping Aid I 11122 - House Keeping Aid II 11150 - Janitor 11210 - Laborer, Grounds Maintenance	8. 25 10. 04 9. 41 11. 22
11240 - Maid or Houseman	8. 25
11270 - Pest Controller 11300 - Refuse Collector	13. 71 12. 47
11330 - Tractor Operator	13. 43
11360 - Window Cleaner	10. 42
12000 - Health Occupations 12020 - Dental Assistant	12. 97
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver 12071 - Licensed Practical Nurse I	14. 42
12071 - Licensed Practical Nurse I 12072 - Licensed Practical Nurse II	13. 22 14. 84
12073 - Licensed Practical Nurse III	16.60
12100 - Medical Assistant	10. 37
12130 - Medical Laboratory Technician 12160 - Medical Record Clerk	13. 35 12. 46
12190 - Medical Record Technician	14. 39
12221 - Nursing Assistant I 12222 - Nursing Assistant II	8. 74 9. 59
12223 - Nursing Assistant III	10. 21
12224 - Nursing Assistant IV 12250 - Pharmacy Technician	11.82
12250 - Pharmacy Technician 12280 - Phlebotomist	11. 66 11. 82
12311 - Registered Nurse I	20. 75
12312 - Registered Nurse II	23. 07 23. 07
12313 - Registered Nurse II, Specialist 12314 - Registered Nurse III	23. 07 27. 91
12315 - Registered Nurse III, Anesthetist	27. 91
12316 - Registered Nurse IV 13000 - Information and Arts Occupations	33. 45
13002 - Audi ovi sual Li brari an	19. 70
13011 - Exhibits Specialist I 13012 - Exhibits Specialist II	17. 12
13012 - Exhibits Specialist II 13013 - Exhibits Specialist III	20. 94 22. 56
13041 - Illustrator I 13042 - Illustrator II	18. 91
13042 - Illustrator II 13043 - Illustrator III	23. 12 24. 92
13047 - Librarian	21. 81
13050 - Li brary Techni ci an 13071 - Photographer I	11. 99
13071 - Photographer I 13072 - Photographer II	15. 19 16. 99
13073 - Photographer III	21.05
13073 - Photographer III 13074 - Photographer IV 13075 - Photographer V	24. 28
15075 - Photographer V 15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	29. 36
15010 - Assembler	7. 65
15030 - Counter Attendant 15040 - Dry Cleaner	7. 65 9. 57
15070 - Finisher, Flatwork, Machine 15090 - Presser, Hand	7.65
15090 - Presser, Hand	7. 65 7. 65
15100 - Presser, Machine, Drycleaning 15130 - Presser, Machine, Shirts	7. 65 7. 65
15160 - Presser, Machine, Wearing Apparel, Laundry	7. 65
15190 - Sewing Machine Operator 15220 - Tailor	10. 16 10. 74
15250 - Washer, Machine	8. 39
19000 - Machine Tool Operation and Repair Occupations	20 01
19010 - Machine-Tool Operator (Toolroom) 19040 - Tool and Die Maker	20. 91 24. 58
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	16. 49

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21020 - Material Coordinator	17. 91
21030 - Material Expediter	17. 91
21040 - Material Handling Laborer	19. 18
21040 - Material Halling Laborer	
21050 - Order Filler	11. 74
21071 - Forklift Operator	15. 82
21080 - Production Line Worker (Food Processing)	15. 80
21100 - Shi ppi ng/Recei vi ng Clerk 21130 - Shi ppi ng Packer	13. 96
21120 Shi pping Backer	13. 44
21130 - Shi ppi ng 1 acker	
21140 - Store Worker I	10. 51
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	14. 99
21210 - Tools and Parts Attendant	15. 80
21400 - Warehouse Specialist	15. 74
21400 - Wal enouse Special 1st	15.74
23000 - Mechanics and Maintenance and Repair Occupations	0.4.4.0
23010 - Aircraft Mechanic	21. 13
23040 - Aircraft Mechanic Helper	16. 04
23050 - Aircraft Quality Control Inspector	21. 95
22060 Airenaft Convision	18. 11
23060 - Aircraft Servicer	
23070 - Aircraft Worker	18. 94
23100 - Appliance Mechanic	18. 69
23120 - Bicycle Repairer	15. 80
23125 - Cable Splicer	21. 83
23123 - Cable Spircer	
23130 - Carpenter, Maintenance	26. 52
23140 - Carpet Layer	21. 82
23160 - Electrician, Maintenance	27. 69
23181 - El ectroni cs Techni ci an, Mai ntenance I	19. 67
23182 - Electronics Technician, Maintenance II	23. 36
23183 - Electronics Technician, Maintenance III	23. 54
23260 - Fabric Worker	17. 35
23290 - Fire Alarm System Mechanic	19. 74
23310 - Fire Extinguisher Repairer	16. 35
20010 - File Extinguisher Repairer	
23340 – Fuel Distribution System Mechanic	19. 91
23370 - General Maintenance Worker	17. 33
23400 - Heating, Refrigeration and Air Conditioning Mechanic	20. 91
23430 - Heavy Equipment Mechanic	19. 74
22440 Heavy Equi pilette Mechanic	
23440 - Heavy Equipment Operator	22. 08
23460 - Instrument Mechanic	19. 91
23470 - Laborer	13. 51
23500 - Locksmith	18. 69
	22. 83
23530 - Machi nery Mai ntenance Mechani c	22. 63
23550 - Machinist, Maintenance	22. 53
23580 - Maintenance Trades Helper	15. 18
23640 - Millwright	23. 88
23700 - Office Appliance Repairer	19. 08
20740 - Office Appliance Repairer	
23740 - Painter, Aircraft	20. 07
23760 - Painter, Maintenance	20. 20
23790 - Pipefitter, Maintenance	24. 57
23800 - Plumber, Maintenance	23. 83
2000 Providenti Contrar Maharia	
23820 - Pneudraulic Systems Mechanic	19. 91
23850 - Ri gger	19. 47
23870 - Scale Mechanic	18. 33
23890 - Sheet-Metal Worker, Maintenance	22. 43
23910 - Small Engine Mechanic	17. 92
20000 The mechanic	
23930 - Telecommunication Mechanic I 23931 - Telecommunication Mechanic II	21. 42
23931 - Telecommunication Mechanic II	22. 26
23950 - Telephone Lineman	21. 42
23960 - Welder, Combination, Maintenance	19. 47
22065 Woll Drill or	
23965 - Well Driller	19. 47
23970 - Woodcraft Worker	19. 91
23980 - Woodworker	16. 35
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8. 39
24590 - Child Cone Conton Clonk	
24580 - Child Care Center Clerk	11. 68
24600 - Chore Aid	8. 28

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24630 - Homemaker
                                                                                                                                11. 20
25000 - Plant and System Operation Occupations
   25010 - Boiler Tender
25040 - Sewage Plant Operator
25070 - Stationary Engineer
                                                                                                                                 22.61
                                                                                                                                 19.15
                                                                                                                                 22.61
   25190 - Ventilation Equipment Tender
                                                                                                                                 16.65
   25210 - Water Treatment Plant Operator
                                                                                                                                 18.69
27000 - Protective Service Occupations
    (not set) - Police Officer
                                                                                                                                 19.43
   27004 - Alarm Monitor
27006 - Corrections Officer
27010 - Court Security Officer
                                                                                                                                15. 05
17. 13
                                                                                                                                 18.83
   27040 - Detention Officer
                                                                                                                                17.13
   27070 - Firefighter
                                                                                                                                22.23
   27101 - Guard I
                                                                                                                                 10.76
   27102 - Guard II
                                                                                                                                15.47
28000 - Stevedoring/Longshoremen Occupations
   28010 - Blocker and Bracer
                                                                                                                                19.16
   28020 - Hatch Tender
                                                                                                                                 18. 99
   28030 - Line Handler
                                                                                                                                 18.99
   28040 - Stevedore I
                                                                                                                                 17.68
   28050 - Stevedore II
                                                                                                                                 19.28
29000 - Technical Occupations
   21150 - Graphic Artist
                                                                                                                                 20.73
   29010 - Air Traffic Control Specialist, Center (2)
29011 - Air Traffic Control Specialist, Station (2)
29012 - Air Traffic Control Specialist, Terminal (2)
29023 - Archeological Technician I
29024 - Archeological Technician II
                                                                                                                                 31.59
                                                                                                                                 21.79
                                                                                                                                 23.99
                                                                                                                                 14.72
                                                                                                                                 16.46
   29025 - Archeological Technician III
                                                                                                                                 20.39
   29030 - Cartographi c Techni ci an
                                                                                                                                25. 34
27. 79
   29035 - Computer Based Training (CBT) Specialist/ Instructor
29040 - Civil Engineering Technician
29061 - Drafter I
                                                                                                                                 20.65
                                                                                                                                 15.11
   29062 - Drafter II
29063 - Drafter III
                                                                                                                                 17.08
                                                                                                                                 20.75
   29064 - Drafter IV
                                                                                                                                 23.45
   29084 - Drafter IV
29081 - Engi neeri ng Techni ci an II
29082 - Engi neeri ng Techni ci an III
29083 - Engi neeri ng Techni ci an III
29084 - Engi neeri ng Techni ci an IV
29085 - Engi neeri ng Techni ci an V
29086 - Engi neeri ng Techni ci an VI
29090 - Envi romental Techni ci an
20100 - Eli obt. Simulator (Instructor
                                                                                                                                14. 58
                                                                                                                                16.38
                                                                                                                                 19.32
                                                                                                                                 25.62
                                                                                                                                 30.55
                                                                                                                                 37.91
                                                                                                                                 19.51
   29100 - Flight Simulator/Instructor (Pilot)
                                                                                                                                 30.38
   29160 - Instructor
                                                                                                                                 22.23
   29210 - Laboratory Technician
29240 - Mathematical Technician
29361 - Paralegal/Legal Assistant I
29362 - Paralegal/Legal Assistant II
                                                                                                                                 20.31
                                                                                                                                 21.35
                                                                                                                                 14.30
                                                                                                                                 18.86
   29363 - Paralegal/Legal Assistant III
                                                                                                                                 22.31
   29364 - Paral egal /Legal Assistant IV
29390 - Photooptics Technician
                                                                                                                                27.00
                                                                                                                                24.70
   29480 - Technical Writer
                                                                                                                                 24. 52
   29491 - Unexploded Ordnance (UXO) Technician I
29492 - Unexploded Ordnance (UXO) Technician II
29493 - Unexploded Ordnance (UXO) Technician III
                                                                                                                                 20.08
                                                                                                                                 24.30
                                                                                                                                 29.12
   29494 - Unexploded (UXO) Safety Escort
                                                                                                                                 20.08
   29495 - Unexploded (UXO) Sweep Personnel
                                                                                                                                 20.08
29620 - Weather Observer, Seni or (3)
29621 - Weather Observer, Combi ned Upper Air and Surface Programs (3)
29622 - Weather Observer, Upper Air (3)
31000 - Transportation/ Mobile Equipment Operation Occupations
                                                                                                                                21.01
                                                                                                                                19.21
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31030 -	Bus Dri ver	14. 40
31260 -	Parking and Lot Attendant	9. 69
31290 -	Shuttle Bus Driver	15. 04
31300 -	Taxi Driver	10. 50
31361 -	Truckdri ver, Light Truck	15. 51
31362 -	Truckdriver, Medium Truck	16. 34
31363 -	Truckdri ver, Heavy Truck	20. 79
	Truckdri ver, Tractor-Trailer	20. 79
99000 - M	scellaneous Occupations	
99020 -	Ani mal Caretaker	9. 51
	Cashi er	8. 52
99041 -	Carni val Equi pment Operator	11. 69
99042 -	Carni val Equi pment Repai rer	12. 47
99043 -	Carni val Worker	8. 25
99050 -	Desk Clerk	8. 76
	Embal mer	20. 08
99300 -	Li feguard	10. 55
99310 -	Morti ci an	20. 53
	Park Attendant (Aide)	13. 25
99400 -	Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	10. 40
99500 -	Recreation Specialist	12. 33
99510 -	Recycling Worker	16. 53
99610 -	Sales Clerk	10. 64
99620 -	School Crossing Guard (Crosswalk Attendant)	9. 75
99630 -	Sport Official	10. 55
99658 -	Survey Party Chief (Chief of Party)	14. 74
99659 -	Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13. 40
99660 -	Surveying Aide	9. 77
99690 -	Swimming Pool Operator	13. 66
99720 -	Vending Machine Attendant	11. 64
99730 -	Vending Machine Repairer	13. 61
99740 -	Vending Machine Repairer Helper	11. 64

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.01 per hour or \$120.40 per week or \$521.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY NIGHT DIFFERENTIAL: An employee is

entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance

operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All

operations involving, unloading, storage, and hauling of ordance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordance, explosives, and incendiary material differential pay.

** UNI FORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial

laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C. F. R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This

publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE $\{Standard\ Form\ 1444\ (SF\ 1444)\}$

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall

be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized

representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees

performs any contract work.

- 3) The contracting officer reviews the proposed action and promptly submits a report
- of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.